



## Studio Floor Directing and Studio Crew

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Welcome to the Studio Floor Directing and Studio Crew class! This class is designed to teach you the roles of both the Floor Director and general studio crew. In order to pass this class you must complete the instructor-led hands-on training and a proficiency test at the end of the class. After successful completion you will be qualified to act as either a Floor Director or a studio crew member for studio productions.

### **The Role of the Floor Director and Studio Crew:**

The Floor Director is the physical extension of the Director on the studio floor. The Floor Director is responsible for relaying cues from the Director to the talent during the production. These cues are given through the use of hand signals. Directing studio traffic and assisting with set changes are also among the Floor Director's duties. Before the production begins the Floor Director should make sure that the talent understands all of the cues that they may receive during the production so there is no confusion after recording has begun. In this studio it is common for one of the camera operators to act as the Floor Director.

Studio crew members are general assistants that are responsible for assisting the Floor Director and camera operators before, during and after the production. They are responsible for assisting with the set-up and striking of the set as well as adjustments needed during a production.

### **Floor Directing Hand Signals:**

The following are a series of hand signals and gestures used by the Floor Director to communicate with the talent non-verbally during a production.

#### **Stand By:**

This is a preparatory cue given to let the talent know to be ready for the beginning of the show. The 'Stand By' cue is given by holding one hand up in the air with the palm open and facing the talent.



**Cue:**

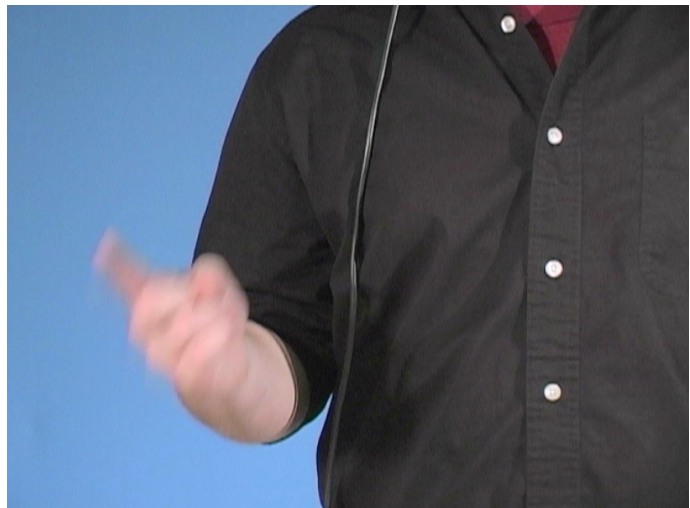
This is used to signal the talent to begin speaking or to take action. It is done by pointing the index finger directly at the talent once the 'Cue Talent' command has been given by the Director.

**Stretch It Out:**

This cue is given when the talent needs to slow down or needs to extend a segment on a given production. It is done by touching the fingertips of both hands together and slowly pulling them apart.

**Speed It Up:**

This cue is given when the talent needs to pick up the pace in order to meet the time constraints of a production. It is done by pointing your index finger at the talent and moving the entire hand in small circles.



**Time Cues:**

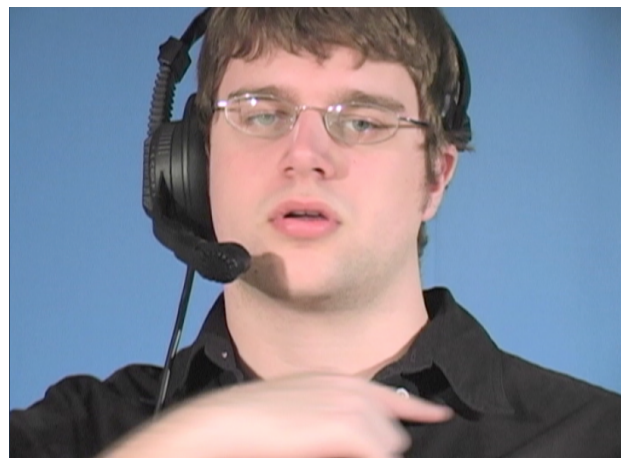
When a production has specific time constraints it is important for the talent to know how much time is left in order to finish the show on time. The Floor Director will give these cues by holding up as many fingers as there are minutes left in the program. If there are five minutes left in the program then the Floor Director will hold up five fingers. If there are four minutes left the Floor Director will hold up four fingers. This will continue all the way down to one. The Floor Director can also give a 30 second cue by making an 'X' shape with both of their arms in front of them.

**Wrap It Up:**

This cue is given when the talent needs to begin wrapping up the show. It is often given directly after the 30 second cue. It is performed by pointing the index finger straight up and moving the hand in small circles.

**Cut:**

The cut cue is given when a program needs to end suddenly. The talent should immediately stop what they are doing and await further instruction. This cue is performed by dragging the index finger across the neck.



### Things to Think About:

- As the Floor Director it is important for you to master the cues and that you make sure other studio crew and talent are aware of the meaning of each one.
- It is also important that you make sure the talent can see your cues when they are given.
- Be sure cues are done visibly but not overtly so as to become distracting for the talent.
- In situations where a camera may not have a tally light it is appropriate for the Floor Director to make a pointing gesture to the active camera when a camera change is made.
- Before a production begins the Floor Director should get the attention of and introduce themselves to everyone in the studio to make sure they are looking to the Floor Director for direction.
- The Floor Director needs to alert the Director of any potential issues in the studio that they may not be aware of.
- At the end of the production the Floor Director should inform everyone in the studio when recording has stopped by saying “all clear”.
- After recording has ended and the Floor Director has given the all clear, they should assist talent in collecting their belongings and escort them out of the studio.
- After the talent has been ushered out of the studio, the Floor Director should assist in striking the set, putting away equipment, and returning the studio to its original ‘ready for use’ configuration.

### NOTES

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